

DD/A Registry  
83-5274

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer, OTE  
1026 C of C

EXTENSION

NO.

OTE 83-1346

DATE

27 December 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer to the  
DDA

28 DEC 1983

J. Lee R

DD/A REGISTRY

FILE: 1B-2

2. 7DT8 HQS

C/LSD

1/1/84 B. J.

3. 3E14 HQS

4.

5. EDR

7/6/84

Could you pull  
some miracles and see  
what we can do to  
accommodate this request.  
Let me know if I can help.

6.

28 DEC 1983

7. EO/DDA

9 JAN 1984

✓ f

8. 7DT8 HQS

5. [redacted]  
Let's discuss.

9.

10 Feb. 1/84  
problem resolved  
see Brooks p.  
client notified  
C/LSD

10 FEB 1984

10.

11.

12.

13.

DDA Reg.

14.

15.

I've talked to  
OTE. The next decision is  
small as the old rule will  
exp. - 1200 1300. The oper at  
1200 for stocks and indicators  
J. Lee tells me, however,  
if we have a large guy on show  
and 200 1300 onward, we will have  
to close the EDR.  
I've suggested that OTE, you  
and LSD meet to discuss this  
further.

OTE 83 - 1346

27 December 1983

83-5274

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

Executive Officer  
Office of Training and Education

STAT

SUBJECT: Change in Schedule for Brookings Briefings at  
CIA Headquarters

1. The Agency has been hosting the Executives from Brookings Institution for many years. This group comes to the Headquarters Building on a Friday, the last day of their one-week Washington Program. It has been customary for them to have lunch in the Executive Dining Room (EDR) at noon, followed by a one hour briefing and question and answer period in the DCI Conference Room. That arrangement has been most satisfactory in the past.

2. Beginning in January 1984, the number of "students" from Brookings will be increased by approximately 15 to a total of 45. This, along with approximately 16 CIA-invited speakers and guests poses space problems. Namely, the DCI Conference Room cannot accommodate 60 persons. It is necessary for OTE to find another briefing room. The most desirable facility for this size group is Room 1A-07. Room 1A-07 is scheduled for training courses on all the dates that Brookings is scheduled between January and June 1984.

3. The alternative schedule necessary to meet our requirements would be:

12 Noon - 1 P.M. - Briefing in 1A-07 (the classes scheduled for this room will be asked to vacate the room at 11:45 for the luncheon break until 1 P.M.)

1 P.M. - 2 P.M. - Lunch in the EDR

4. It is our understanding that a shift in the luncheon hour to the 1 P.M. starting time will pose problems for the EDR. This is where we need your assistance.

STAT

Attachment

Brookings Schedule, January - June 1984

ADMINISTRATIVE INFORMATION

Brookings Programs - January - June 1984

13 January

10 February

9 March

23 March

6 April

11 May

25 May

8 June

22 June

ADMINISTRATIVE INFORMATION